

TOWN OF ACTON PERSONNEL ADMINISTRATION PLAN

ANTI-HARASSMENT POLICY (11/6/96)

I. PURPOSE AND SCOPE

The purpose of this policy is to communicate the Town's intolerance of harassment. This policy applies to all Town employees.

II. GENERAL POLICY REGARDING HARASSMENT OR SEXUAL HARASSMENT IN THE WORKPLACE

It is the policy of the Town of Acton to maintain a work place that is free of all forms of harassment, and/or including sexual harassment. Sexual harassment, and retaliation against employees who file or cooperate with a sexual harassment complaint is unlawful. Sexual harassment refers to behavior that is personally offensive, lowers morale and interferes with work effectiveness. It also undermines the integrity of the employment relationship and will not be tolerated, and may be subject to corrective action up to and including discharge. Moreover, as a part of the overall nondiscrimination policy, the Town of Acton prohibits all forms of harassment of others because of race, color, religion, sex, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran, or other protected status.

III. DEFINITION OF SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment: (a) unwelcome and unwanted sexual jokes, language, epithets, advances or propositions; (b) written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual; (c) the display of sexually suggestive objects, pictures, posters or cartoons; (d) unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies; (e) asking questions about sexual conduct; (f) unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures; and (g) demanding sexual favors in exchange for favorable reviews, assignments, promotions or continued employment, or promises of the same.

IV. REPORTING HARASSMENT

Anyone who believes that s/he has been the subject of harassment or sexual harassment is strongly encouraged to immediately notify the Director of Human Resources. An investigation of all complaints will be undertaken immediately, and corrective action will be taken when warranted. No person will be subject to any form of retaliation for filing a

complaint or cooperating in its investigation. Information will be handled with the highest degree of confidentiality possible under the circumstances and with due regard for the rights and wishes of all parties.

V. RESULTS OF HARASSMENT

After an investigation, any employee who is found by the Town of Acton, depending upon the circumstances of the situation, to have harassed another in the workplace will be subject to appropriate discipline up to and including termination.

Employees may also contact:

Massachusetts Commission Against Discrimination
One Ashburton Place, 6th Floor, Room 601
Boston, MA 02108
(617) 727-3990

Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000

VI. ACKNOWLEDGMENT

Massachusetts Fair Employment Practices Act, Chapter 151B requires employers to provide all employees an individual written copy of the policy against sexual harassment annually. It also requires that new employees be provided with a copy at the time of their employment. The attached acknowledgment sheet is provided to ensure compliance.

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ACKNOWLEDGMENT FORM

(Please complete and return to Human Resources)

This is to certify that I have been provided an individual copy of the Town of Acton's Anti-Harassment Policy.

Employee Name

Signature

Date